Name of Policy: College of Medicine & Life Sciences: Honorarium Policy **Policy Number**: 3364-81-12-206-02 **Approving Officer**: Dean, College of Medicine & Life Sciences Vice Provost for Health Education **Responsible Agent**: Associate Dean for Continuing Medical Education **Scope**: UT Faculty, Staff, Students and Joint Sponsors	THE UNIVERSITY OF TOLEDO 1872 **Revision date:** 10/14/2026 **Original effective date**: 10/1/09

☐	New policy proposal	☒	Minor/technical revision of existing policy
☐	Major revision of existing policy	☐	Reaffirmation of existing policy

(A) Policy statement

Specific procedures must be followed when planning and administering AMA PRA Category 1 approved activities that reimburse expenses and pay honoraria to faculty. All honorarium and expense reimbursements must be managed in compliance with the **ACCME Standards for Integrity and Independence in Accredited Continuing Education** and the University of Toledo policies.
Only the CME Office is authorized to arrange, approve, and process honorarium or expense reimbursements for CME activities. Departments, divisions, planning committees, and joint providers may not independently negotiate, solicit, or distribute such payments.

(B) Purpose of policy

The ACCME requires all providers to have "written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors." This policy refers to only those courses approved for AMA PRA credit through UT-CME.

(C) Procedure

(1) UT Faculty honoraria and reimbursement of expenses

(a) Payment is handled through the UT payroll system in accordance with institutional policies
(b) Reimbursement of expenses based on the UT Travel Policy.

(2) Guest Faculty honoraria and reimbursement of expenses

(a) Honorarium determined by course director/planning committee in consultation with the CME office.

Travel and other expenses pertaining to the CME activity will be reimbursed as pre-determined by the course director/planning committee and the CME office. Guest faculty must provide original receipts. Under no circumstances may an ineligible company (commercial supporter) of an activity pre-pay or reimburse a faculty member directly for either honoraria or expenses. All support must be in the form of an educational grant as outlined in UT policy "Guidelines for Commercial Support-Educational Grants" (3364-81-12-206-03)

(b) Disbursement of honoraria and reimbursement of expenses from commercial support funds will be handled exclusively by the CME Office to ensure compliance with ACCME Standards.

Approved by: **/s/**_____ Imran Ali, M.D. Dean of the College of Medicine & Life Sciences Vice Provost for Health Education 10/14/26_____ Date *Review/Revision Completed by:* *CME Advisory Committee* *Associate Dean for CME*	**Policies Superseded by This Policy:** • *A-10-12-00002-0206 Honorarium policy (former Health Science Campus policy, previously updated December 2005)* Initial effective date: 6/1/05 Review/Revision Date: • 10/1/09 • 08/06/12 • 04/13/15 • 09/15/15 • 02/12/19 • 6/8/22 • 08/19/25 • 10/14/26 Next review date: 10/15/2029